

## **Re: Remarkable School Office Teams workshop**

Here is an outline of the Remarkable School Office Teams workshop. I usually tailor the program to suit the individual needs of schools.

The workshop can be based upon the following modules.

**Practical Strategies for Building Resilience** is a workshop for staff working in environments where stress and anxiety affect their emotional wellness and workplace performance.

**Session One** – Why resilience may be important in your working life.  
Together, we will explore: What is resilience? Character strengths, knowing yourself, and your resilience learning objectives

**Session Two** – Enhance your skills  
This session will outline how you learn about resilience and problem solving as a strategy.

**Session Three** – Emotional Literacy  
This session will explore personal feelings. Together we look at the range of emotional reactions we experience during a school day and how to acknowledge our feelings. Includes a session on setting boundaries to protect ourselves.

**Session Four** – Resilience strategies  
In this session we will explore effective coping strategies, including setting boundaries, thinking traps, and building strong relationships with effective communication.

**Bonus session** - My contribution  
Looks at what a person contributes to the school vision.

**Additional modules** – Office Wellness  
Looks at workplace wellness issues.

**Session Five** – Mindfulness as a resilience tool  
This session will look at the balance between stress and relaxation. We will explore relaxation techniques that will comfort and quieting your anxiety when in a stressful situation.

**Session Six** – Coping skills  
By exploring our triggers we can then develop coping strategies to maintain a sense of control and balance.

**Session Seven** – Looking after ourselves  
What factors can we explore to make sure our wellness needs are being met?

### **Session Eight - Collegial Teams**

During this session we explore how we can work together with respect, loyalty, and support towards contributing to the goals of the school. Includes a session on workplace culture.

### **Session Nine – Personal Resilience Plan**

The final session will cover your reasons for creating a resilience plan. It will highlight what is undermining resilience in your life and what resilience will bring into your life.

**Duration** – Each session can be tailored to meet a team’s needs. Schools can select to spend more time on one session and less on another to fit their time available.

**Support resources** – Each session is accompanied by a USB of reference resources that you can draw upon to remind yourself of the session contents or to take your level of understanding to a higher level.

**Your workshop presenter** – Michael Auden is an experienced teacher and workshop presenter. Over recent years over 13,000 Australian people have attended his development workshops throughout Australia. His training and development resources are popular across the English-speaking world.

**Workshop fee** – My usual fee for an interstate workshop is \$1500

A 50% deposit is required to secure the booking.

Economy travel and accommodation will be an additional fee.

Or buy the Remarkable School Office Program on USB for \$199

#### **Order Form**

Copy and paste the information below in an email to **info@moned.net**

NSW public schools should send their order to EDConnect and quote vendor supplier number 100387105

**Contact person**

**School**

**Postal address**

**Postcode**

**Contact email**

\_\_\_\_\_ Please supply the **Remarkable School Office Program** on USB memory stick @ \$199. No GST payable.

**Michael Auden**

**Remarkable School**

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